



## REPORT TO THE NORTH WALES ECONOMIC AMBITION BOARD 26 JULY, 2019

**TITLE:** *Update on the EAB Work Programme and Risk Register*

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### 1. PURPOSE OF THE REPORT

- 1.1. The North Wales Economic Ambition Board requested that the work programme be submitted to each Board meeting for consideration.
- 1.2. The Risk Register is reviewed by the Executive Officers Group monthly, the North Wales Economic Ambition Board requested that the Risk Register be submitted to the Board every quarter.

### 2. DECISION SOUGHT

- 2.1. Review, update and approve the RAG status of all actions within the Work Programme.
- 2.2. To review the content of the Risk Register and approve the assessment criteria of all risks.

### 3. REASONS FOR THE DECISION

- 3.1. To update on the progress of the actions within the Work Programme; and present the latest version of the Risk Register.

### 4. BACKGROUND AND RELEVANT CONSIDERATIONS

#### 4.1. Work Programme (Appendix 1)

- 4.1.1. The Work Programme sets out initial key actions for the North Wales Economic Ambition Board. The Work Programme outlines 10 key categories, supported by key actions required. Each action has a timeframe and has been assigned responsibility, and a RAG status.

- 4.1.2. All tasks have been reviewed and given a RAG status, in accordance with the guidelines below:

RAG Status	Action Status	Action required
GREEN	On track for completion within the desired timescale	No action required
AMBER	Action may be at risk to meet the deadline	Action required to address the issues
RED	Action is at risk to miss the completion date	Immediate action required to address issues.

- 4.1.3. All tasks within the Work Programme have a green or amber status.

## 4.2. Risk Register (Appendix 3)

- 4.2.1. The Risk Register in Appendix 3 focuses on programme risks arising from the work programme. The Risk Register addresses the delivery of the high level work programme and its specific work.
- 4.2.2. The Risk Register is a live document which is kept under monthly review by the Executive Officers Group. It is presented to the North Wales Economic Ambition Board on a quarterly basis.
- 4.2.3. The Risk Register will be managed, revised and updated by the Programme Office (once it has been established).
- 4.2.4. All of the risks have been reviewed and updated, and have an amber or green status.

## 4.3. Progress Update

Please see below progress on specific tasks:

### 4.3.1. Heads of Terms

- NWEAB Officers have provided the UK and Welsh Government Officials with information for them to draft the Heads of Terms Agreement.

### 4.3.2. Outline Business Cases

- Feedback on the Outline Business Cases was shared and discussed with the Executive Officers Group on the 5<sup>th</sup> of July 2019. Meetings will be arranged with Government Officials to discuss Phase 2 projects.

### 4.3.3. Governance

- The Work Programme includes information on decision making points for the NWEAB and individual Councils. The table below outlines the key decision making points for the NWEAB and Individual Councils in the run up to the Final Deal and Governance Agreement 2. Each partner should schedule the decisions into their individual meeting schedules.

Decision	NWEAB	Council
Financial Plan	18/10/2019	October/November 2019
Scrutiny Arrangements for GA2	18/10/2019	October/November 2019
Final Deal	May 2020	June 2020
Governance Agreement 2	May 2020	June 2020

- Two workshops will be arranged during late September / early October. One to work through the issues for Governance Agreement 2, and the second to discuss the commercial governance / delivery arrangements for the Growth Deal projects. These will seek to identify key elements to inform the creation of an agreed draft of GA2. The Decisions set out in the Table will then be reflected in GA2, preparing a draft for final approval and execution in tandem with the Final Deal.
- The NWEAB Chair attended the Shadow Business Delivery Board meeting on 15/07/2019, see minutes in Appendix 4.

- The appointment process and draft Job Description for the Business Delivery Board Chair is in place, and arrangements will be put in place by the Accountable Body over coming weeks. Please see draft Job Description in Appendix 5.

#### 4.1.4. Programme Office

- The Digital Programme Manager post will be re-advertised following Heads of Terms, this will allow us to advertise a Permanent Post.
- The Programme Director, Operations Manager, Energy Programme Manager and Land & Property Programme Manager posts will be advertised over the summer, with appointments to take place during September 2019.

4.1.5. The Chair of the NWEAB attended the OECD meeting on the 26<sup>th</sup> of June.

4.1.6. Please see letters from Ministers in Appendix 6 and 7. Ken Skates AM will be invited to the NWEAB meeting in September 2019.

## 5. FINANCIAL IMPLICATIONS

5.1. None at this stage.

## 6. LEGAL IMPLICATIONS

6.1. None at this stage.

## 7. STAFFING IMPLICATIONS

7.1. None at this stage.

## 8. IMPACT ON EQUALITIES

8.1. None at this stage.

## 9. CONSULTATIONS UNDERTAKEN

9.1. The Work Programme and the Risk Register were reviewed and approved by the Executive Officers Group on 05/07/2019.

## APPENDICES:

<b>Appendix 1</b>	Work Programme
<b>Appendix 2</b>	List of Decisions
<b>Appendix 3</b>	Risk Register
<b>Appendix 4</b>	Shadow Business Delivery Board Minutes 15/07/2019
<b>Appendix 5</b>	Business Delivery Board Chair Job Description
<b>Appendix 6</b>	Letter from Ken Skates AM
<b>Appendix 7</b>	Letter from Kevin Foster MP

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**STATUTORY OFFICERS RESPONSE:**

**i. Monitoring Officer – Accountable Body:**

“No observations to add in relation to propriety.”

**ii. Statutory Finance Officer (the Accountable Body’s Section 151 Officer):**

“I confirm that I have reviewed the ‘Finance’ aspects of the Work Programme and the Risk Register with the author. Some of the risk values are a matter of opinion and interpretation, while several issues have yet to be confirmed, but I believe that this Risk Register reflects a fair assessment. Further comments, will be presented verbally at the Board meeting as required.”